



## ADMINISTRATIVE SERVICES COMMITTEE

### Agenda

Wednesday, July 18, 2012

4:00 pm

Madison Avenue Meeting Room

500 SW Madison

Discussion/**Possible Action**

I. Land Use Application Fees Initial Review  
(Attachment)

Information

II. Other Business

### **Next Scheduled Meeting**

Wednesday, August 8, 2012 at 4:00 pm

Madison Avenue Meeting Room, 500 SW Madison Ave

### **Agenda**

Department of Environmental Quality (DEQ) Loan Refunding  
Allied Waste Services Rate Increase

# MEMORANDUM

**From:** Ken Gibb, Community Development Director   
**To:** Administrative Services Committee (ASC)  
**Date:** July 10, 2012  
**Re:** Yearly Review of Land Use Application Fees - 2013

## I. Issue

Each year, the City Council conducts a review of Land Use Application Fees. State law requires these fees to be not more than the actual or the average cost of processing such applications. Corvallis has been basing fees on the average cost since at least 1998. The average costs are based on the funding for Current Planning in the Community Development Department's budget and an analysis of the efforts associated with each type of application. This year's update for calendar year 2013 is presented below, and further direction is requested.

## II. Background

Each time Land Use Application Fees are updated, an analysis is conducted to determine the average number of land use actions considered and the associated level of effort. Dividing the cost of providing the service by this yearly level of effort allows the average cost to be determined. The 2008 analysis included calendar years 2000 through 2007 (eight years). However, in 2009 staff proposed, and the City Council endorsed, a methodology that incorporated a five year "rolling average."

Prior to 2008, the Council's cost-recovery policy for Land Use Application Fees was to recover 50 percent of the Community Development Department's average costs for processing these applications. Costs associated with the development review activities of the Public Works, Parks and Recreation, Fire, and Police Departments have never been included in the fees. Additionally, the cost of the time spent by Public Works Engineering Staff and City Attorneys in the development of staff reports, formal findings, and other materials is not captured under the current methodology. In 2008, the City Council made a change to its cost-recovery policy for Land Use Applications, and consequently, the 2008 fees were designed to recover approximately 60 percent of Land Use Application processing costs. In 2009, the City Council increased the cost recovery ratio to 70%, and that cost recovery ratio has remained the same in 2010, 2011, and 2012.

Land Development Code Section 1.2.100 includes the following direction regarding development review fees:

## Section 1.2.100 - DEVELOPMENT REVIEW FEES

### 1.2.100.01 - Required Fees

The Director is authorized to charge and collect fees for the provision of municipal services outlined in this Code. The City Council shall set fees in accordance with the Council's financial policies and shall charge no more than the actual or average cost of providing planning and development review services in accordance with ORS 227.175(1), as amended. The Director shall maintain a current schedule of fees for public review.

### 1.2.100.02 - Annual Review

Development review fees shall be reviewed annually and revised to reflect the change in costs to the City for wages and benefits of appropriate represented employees in the current fiscal year. The annual adjustment of fees shall be effective January 1 of each year.

Direction is needed in regard to the fee adjustment for 2013. Should the fees be designed to recover 70% of Land Use Application processing costs, or some other percentage of such costs?

### III. Analysis

For a number of reasons, Staff recommend that the City Council make a decision regarding land use application fees based on data from last year's analysis (**Attachment A**). The reasons for this simpler review process are as follows:

1. Costs are Similar to FY 11-12 Costs: Planning Division costs have not significantly changed since last year. Personnel costs constitute approximately 90% of the Planning Division budget, and with no Cost-of-Living increases between the FY 11-12 and the FY 12-13 budgets, those costs will not be significantly different. Other costs are not significantly increasing (**Attachment B** - Planning Division Budget Overview). Consequently, setting the 2013 Land Use Application fees based on costs from FY 11-12 is consistent with LDC Section 1.2.100.02, because the fees would be based on current wages and benefits.
2. Reduced Staffing will Require Simplified Processes: With loss of the Senior Planner position in the FY 12-13 budget, the Planning Division is coping with reduced resources for the foreseeable future. Preparing analysis for Land Use Application fee reviews has been a time-intensive process for the Planning Division Manager. Because this year's costs will be similar to last year's costs, a more complex analysis does not appear to be necessary.
3. Time Spent on the Land Use Application fee analysis may be better spent on other projects: Currently, Planning Division Staff are engaged with developing a package of Land Development Code Amendments to be considered for adoption by December of 2012. The timeline for adoption is aggressive, and moving this package through the process will

require a large amount of staff time. Additionally, the City/OSU Collaboration Project continues to demand Planning Staff attention, particularly the work of the Neighborhood Planning Work Group. Given these high priority projects, it is believed that a simpler review of Land Use Application fees is warranted this year.

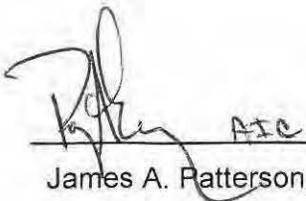
### **III. Direction Requested**

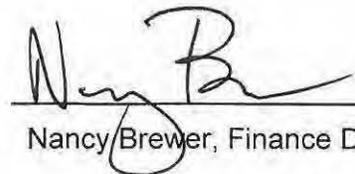
With past reviews of Land Use Application Fees, the Administrative Services Committee has asked staff to prepare fees based on direction given at an initial meeting and then to provide notice to the general public and the development community of an Administrative Services Committee meeting to allow review and comment on those proposed fees. Staff are prepared to follow this process again this year. However, initial direction is requested regarding the desired methodology for updating land use application fees. Two options are possible:

1. Direct Staff to update land use application fees incorporating cost data from the prior year, as well as analysis of land use application volume and complexity for the past 2011 calendar year. More time will be necessary for preparation of this detailed analysis, with an initial review by the Administrative Services Committee in late summer or early fall.
2. Direct Staff to move forward with the land use application fee update based on calculations from last year's analysis. If this option is selected, two further options are possible: 1. Continue the 70% cost recovery fee schedule that is currently in place (**Attachment C**), or adopt a different cost recovery fee schedule.

Staff recommend **Option 2**, based on reasons given previously in this memorandum. If Option 2 is selected, Staff will prepare and distribute a notice for publication and distribution to the public and to the development community regarding an upcoming ASC meeting at which public comment regarding the proposed fees will be heard. Following that meeting, Staff will make any ASC-recommended adjustments to the fee schedule for presentation to the full City Council. If Option 1 is selected, Staff will need more time to update land use application fees based on FY 11-12 cost data and data regarding land use application volume and complexity. Once that analysis is complete, Staff will schedule a preliminary meeting with the ASC in late summer or early fall.

Review and Concur:

  
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James A. Patterson, City Manager

  
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Nancy Brewer, Finance Director

## MEMORANDUM

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**From:** Ken Gibb, Community Development Director 

**To:** Administrative Services Committee (ASC)

**Date:** September 14, 2011

**Re:** Yearly Review of Land Use Application Fees

### I. Issue

Each year, the City Council conducts a review of Land Use Application Fees. State law requires these fees to be based on the actual or the average cost of processing such applications. Corvallis has been basing fees on the average cost since at least 1998. The average costs are based on the funding for Current Planning in the Community Development Department's budget and an analysis of the efforts associated with each type of application. This year's update is presented below, and further direction is requested.

### II. Background

Each time Land Use Application Fees are updated, an analysis is conducted to determine the average number of land use actions considered and the associated level of effort. Dividing the cost of providing the service by this yearly level of effort allows the average cost to be determined. The 2008 analysis included calendar years 2000 through 2007 (eight years). However, in 2009 staff proposed, and the City Council endorsed, a methodology that incorporated a five year "rolling average." For this reason, the following analysis is based on Planning Division data from 2006 through 2010 (see Table 1).

For each type of Land Use Application, staff have determined a relative level of effort. The most complex application type is the Annexation. This has been given a level of effort of 1.0. The various types of actions associated with Planned Developments range from a 0.25 level of effort for a Minor Modification to a 0.85 level of effort for a combined Conceptual and Detailed Development Plan. A standard Zone change is 0.4, and a standard Subdivision is 0.7 (see Table 1). Table 1 calculates the average number of each application type that is processed per year over the five year period. This is done in order to minimize pronounced trends that may occur on an annual basis (for example, 39 Historic Preservation Permits were processed by the Historic Resources Commission in 2009, which is a sharp increase from prior years). The average number of each type of application is multiplied by the associated level of effort for that application type, to determine average yearly units of effort for each type of application. These numbers are totaled. In this year's analysis, 29.19 average yearly units of effort were calculated for Special Development applications (generally these are applications that would require a public hearing), and 5.4 average yearly units of effort were calculated for General Development applications

(generally, these are Staff-level review items). The two numbers are then added for a total of 34.59 average yearly units of effort. The total average yearly units of effort is then divided into the cost of providing the Land Use Application review effort in order to determine the cost of one unit of effort. This information is shown in the small shaded rectangle towards the bottom of Table 1.

Once the cost for one unit of effort is determined, the cost/unit is then multiplied by the level of effort for each application type to determine the average cost for each type of Land Use Application (see Table 2). For this year's update, the cost for the review of Land Use Applications is based upon the FY10-11 budget for Current Planning, with the recognition that 2.75 Planner-level FTE were dedicated to current planning over that time period. (Last year, 3.5 FTE were dedicated to current planning. The reasons for the reduced allocation of FTE to current planning over the past year are discussed later in this staff report).

Prior to 2008, the Council's cost-recovery policy for Land Use Application Fees was to recover 50 percent of the Community Development Department's average costs for processing these applications. Costs associated with the development review activities of the Public Works, Parks and Recreation, Fire, and Police Departments have never been included in the fees. Additionally, the cost of the time spent by Public Works Engineering Staff and City Attorneys in the development of staff reports, formal findings, and other materials is not captured under the current methodology.

In 2008, the City Council made a change to its cost-recovery policy for Land Use Applications, and consequently, the 2008 fees were designed to recover approximately 60 percent of Land Use Application processing costs. Staff were also given direction that each year, fee increases were to be considered such that after the fifth year, 100 percent of these costs would be recovered. In 2009, the City Council increased the cost recovery ratio to 70%. In 2010, the City Council decided to maintain the 70% cost recovery ratio for 2011. Direction is needed in regard to this year's fee adjustment. Should the fees be designed to recover 70% or 80% of Land Use Application processing costs? Further information is presented in this memo regarding the methodology used by staff to determine proposed fees, as well as an analysis of recent land use application trends and fees charged by comparator Oregon cities.

### **III. Analysis**

Staff have created a series of tables to show how this year's process affects Land Use Application Fees. **Table 1** provides data regarding land use applications processed in calendar years from 2006 to 2010. Based on that information, Table 1 then calculates the average yearly units of effort expended per application type and also totals the average yearly units of effort expended (34.59 units of effort). This number is then divided by the total estimated costs of current planning services to provide a cost per unit of effort (\$18,628 per unit of effort).

**Table 2** incorporates 2010 land use application and current planning cost data to arrive at a figure for 70% of the average cost of each application type. As noted in the data in the right-hand column, this generally represents an 8% cost increase over this year's application fees in order to maintain the 70% cost recovery ratio that was approved by the City Council last year. It should be noted that the 70% of average cost figures shown on Table 2 will not correspond in all cases to the 70% cost recovery fee schedule shown on Table 5. This is because, for many application types, per-unit add-on fees will be added to the base fee in order to arrive at 70% cost recovery.

Similarly to Table 2, **Table 3** incorporates 2010 land use application and current planning cost data to arrive at a figure for 80% of the average cost of each application type. As noted in the right-hand column, this generally represents a 24% cost increase over this year's application fees in order to continue the Council's direction to increase land use application fees 10% each year until 100% cost recovery is achieved. As with Table 2, the 80% average cost figures shown on Table 3 will not correspond in all cases to the 80% cost recovery fee schedule shown in Table 6, for reasons explained above.

**Table 4** is provided for comparative purposes and shows the current land use application fee schedule for 2010.

**Table 5** illustrates the land use application fee schedule that would be put in place in 2012 if the Council decides to maintain the current 70% cost recovery ratio. The cost increase per application would be approximately 8% above current fees. Per-unit add-on costs have been calculated such that the "average" scale application will achieve 70% cost recovery. Smaller applications will pay proportionately less and larger applications will pay proportionately more to reflect the relative levels of effort (and cost) of small and large applications.

**Table 6** illustrates the land use application fee schedule that would be put in place in 2012 if the Council decides to increase the cost recovery ratio from 70% to 80%. The cost increase per application would be approximately 24% above current fees. Per-unit add-on costs have been calculated such that the "average" scale application will achieve 80% cost recovery. Smaller applications will pay proportionately less and larger applications will pay proportionately more to reflect the relative levels of effort (and cost) of small and large applications.

**Table 7** provides information regarding typical land use application fees currently charged by comparator cities in Oregon. Additionally, Table 7 provides information regarding what current Corvallis fees would be for the same applications, along with fees at the 80% cost recovery ratio and our estimate of the total cost of such applications.

A number of trends are evident from a close review of the tables. Generally, the number of applications received per year has declined from 2006 to 2010, with 96 in 2006, 70 in 2007, 84 in 2008, 83 in 2009, and 54 in 2010. Certainly, the recent downturn in the economy is likely one factor that reduced application numbers. Another factor to note is the adoption of the new Land Development Code in December of 2006. The Planning Division experienced a flurry of land use applications prior to adoption of the new code from applicants seeking to develop under the "old"

rules, and a relative paucity of applications in the year following adoption (2007). Additionally, because the 2006 Land Development Code was developed to provide a "clear and objective" path for development proposals that comply with all applicable code standards, it is anticipated that the number of discretionary land use reviews will be reduced. This may also partially account for the decrease in the number land use applications received over the past five years.

Changes to the City's Historic Preservation Program over the past five years are also reflected in land use application permit data. Six months prior to the adoption of the updated Land Development Code, in June of 2006, the City adopted revisions to LDC Chapter 2.9, which restructured the City's Historic Preservation program, and formed the Historic Resources Commission (HRC) as a quasi-judicial decision-making body. Prior to this, all decisions by the Historic Preservation Advisory Board (HPAB) were recommendations to the Community Development Director. This explains why the number of Director-level historic preservation permits fell markedly between 2006 and 2007, and why quasi-judicial historic preservation permits began to appear in 2006. The sharp increase in quasi-judicial historic preservation permits in 2009 is due in part to the establishment of a historic district on the OSU campus in June of 2008.

Staffing demands in current planning have stayed relatively constant over that time period. The main reason for this is that the adoption of the new Land Development Code in 2006 has resulted in a higher level of complexity for nearly all land use applications. For example, Planned Development applications now must address Pedestrian Oriented Design Standards, Natural Features, and Natural Hazard provisions, if applicable to the subject development site. These are just some of the new standards that were added into the 2006 Land Development Code, for which one of the goals was to establish clear and objective decision criteria. These decision criteria are necessarily more detailed than past code language, which was more discretionary. The result is that most land use applications are more complex than they were prior to 2006. Because the relative effort required of each application type is basically the same in relation to the most complex application type (annexations) under both the old code and the new code, the "relative effort" proportions shown on Table 1 have not fundamentally changed since 2005. What has changed is that nearly all application types (with the possible exception of Lot Line Adjustments) take more staff time to process and are more complex than they used to be.

Notwithstanding those observations, Staff resources dedicated to current planning were reallocated in 2010 from approximately 3.5 FTE to 2.75 FTE, in response to the reduced volume of land use applications during that time. Staff that would have otherwise been engaged in current planning work have been working on other projects, such as the 2010 Land Development Information Report, Land Development Code Amendments to Chapter 2.9 (Historic Preservation), an update to the Airport Industrial Park Master Plan (in progress), and Benton County's Health Impact Assessment Project. This reallocation of resources should not be perceived as a permanent restructuring of the Planning Division, and the FY11-12 Budget continues to reflect 3.5 FTE in current planning, because this is believed to be the minimum level of staffing necessary in current planning to process land use applications in a robust economy. It has been difficult to forecast the number of land use applications submitted in recent years. For example, it remains

to be seen whether the current high level of interest in developing multi-family housing in the community will translate into a high volume of land use applications in the near future.

A trend noted last year that continues this year is the high proportion of current land use applications for which costs are not recovered at the 70% level. In 2010, Historic Preservation Permits (HPPs) and appeals of land use decisions represented a large proportion of the total number of land use applications submitted (67% of Special Development applications, and 43% of all submitted land use applications). Consistent with Council direction, the Planning Division charges no fees for HPPs. The City Council established a new fee for appeals of land use decisions last year (10% of the base fee for the decision being appealed for most appeals); however, given the estimated average total cost of \$11,177 to process an appeal, the 10% appeal fee collects significantly less than 70% of the cost. Because of this, it should be noted that although land use application fees cover some current planning costs at the City, they do not in reality come close to the 70% cost recovery level. It should also be noted that many of the current planning functions, such as answering public inquiries regarding the City's land use regulations, staffing pre-application meetings, and providing feedback to potential applicants regarding development projects that may be processed at a building permit level, or which may never make it to the land use application stage, are not supported by land use application fees, but by general fund resources.

Table 2 shows that in order to maintain the 70% cost recovery level, an 8% increase in fees is necessary. This increase in costs is largely attributable to increased personnel costs for the current planning function within the Planning Division. Personal service costs account for approximately 90% of the Planning Division's annual budget. It is important to note that these costs were arrived at in relation to the FY10-11 Planning Division budget, not the FY11-12 budget, which assumes no cost of living or benefit increases. Table 3 calculates land use fees at the 80% cost recovery level, based on the City Council's prior direction to increase fees by 10% increments until 100% cost recovery is reached. The 80% cost recovery schedule (Table 6) represents a 24% increase in land use application fees from the 2011 fee schedule.

Table 7 shows how the City's current land use application fees (as well as proposed 80% cost recovery fees and estimated actual costs) compare to the fees of other jurisdictions in Oregon for selected land use applications. Generally, the City's current- and 80%-cost-recovery-level-fees are below the average of the fees charged by the other jurisdictions. In some cases, the City's current and proposed fees are well below the average. One anomaly is also notable: Corvallis' current and proposed fees for Conditional Development applications exceed the average charged by other cities. One possible explanation for this is that our decision criteria for conditional developments may be more rigorous than those criteria that other jurisdictions apply to conditional developments. This could explain the higher effort and cost that we ascribe to conditional development applications. As can be seen from Table 7, some of the selected cities are much more aggressive in setting fees to cover costs than others. For this reason, in some land use application categories, there is a significant difference between average and median land use application fees. Consequently, of the six land use application types that are surveyed, current Corvallis land use application fees are above the median cost for a Comprehensive Plan Map

Amendment, Annexation, and Conditional Use Permit, but below the median cost for a Zone Change, Residential Planned Development and Subdivision, and regular Subdivision.

It should also be noted that most of the comparator cities did not raise their fees significantly between last year and this year, with the exception of the City of Bend and the City of Albany. Albany has increased its land use application fees by 3.6% above last year's level, as of July 1, 2011.

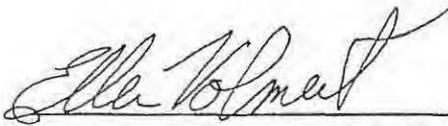
**III. Direction Requested**

With past reviews of Land Use Application Fees, the Administrative Services Committee has asked staff to prepare fees based on direction given at an initial meeting and then to provide notice to the general public and the development community of an Administrative Services Committee meeting to allow review and comment on those proposed fees. Staff are prepared to follow this process again this year. Based on the information presented in this memo, staff have identified three options, which rely on the five-year averaging of Land Use Application data. These options are as follows: the continuation of 70 percent cost-recovery, with an increase based on increased costs for FY10-11; an increase to 80 percent cost-recovery, including an increase based on costs for FY10-11; or maintaining the current 2011 fee schedule, with no adjustment for increased costs in FY10-11.

Option	Potential Fee Increase
1. 5-yr Average @ 70% Cost Recovery	+8% Fee Increase for Special and General Development Application Types (Table 5)
2. 5-yr Average @ 80% Cost Recovery	+24% Fee Increase for Special and General Development Application Types (Table 6)
3. Maintain current fee schedule	0% Fee Increase for Special and General Development Application Types (Table 4)

Based on direction from the ASC, Staff will prepare and distribute a notice for publication and distribution to the public and to the development community regarding an upcoming ASC meeting at which public comment regarding the proposed fees will be heard. Following that meeting, Staff will make any ASC-recommended adjustments to the fee schedule for presentation to the full City Council.

Review and Concur:

  
Ellen Volmert, City Manager Pro Tem

  
Nancy Brewer, Finance Director

Table 1- Average Yearly Units of Effort Based on 5 Years

Land Use Application Fees									
Description	2006	2007	2008	2009	2010	Average # Done (2006-2010)	Relative Effort	Avg. Yearly Units of Effort	
<b>Special Development (S)</b>									
Appeal	6	2	14	6	4	8.40	0.60	3.84	
Annexation	0	0	0	2	1	0.80	1.00	0.80	
Health Hazard Annexation (Minor)	0	0	2	0	0	0.40	0.20	0.08	
Comprehensive Plan Amendment	1	1	1	0	0	0.60	0.85	0.51	
Conditional Development	5	7	3	2	2	3.80	0.70	2.66	
Modification to CD	4	2	1	3	1	2.20	0.25	0.55	
District Change	1	5	5	2	2	3.00	0.40	1.20	
HPO	0	0	1	0	0	0.20	0.20	0.04	
Health Hazard (w/ Minor Annexation)	0	0	2	0	0	0.40	0.10	0.04	
Administrative	NA	3	2	0	0	1.25	0.20	0.25	
<b>Planned Development (Total-all PD Types)</b>	<b>19</b>	<b>11</b>	<b>15</b>	<b>9</b>	<b>8</b>	<b>12.40</b>			
Conceptual Development Plan	0	0	0	0	0	0.00	0.75	0.00	
Detailed Development Plan	1	0	0	1	0	0.40	0.80	0.32	
Detailed Dev. Plan w/ Conceptual	3	5	5	2	2	3.40	0.85	2.89	
Major Modification to PD	4	1	6	2	2	3.00	0.75	2.25	
PD Nullification	0	0	0	0		0.00	0.40	0.00	
Minor Modification	11	5	4	4	4	5.80	0.25	1.40	
Tentative Plat	7	5	5	1	1	3.80	0.70	2.66	
Modification to Tentative Plat (New Action)	0	0	0	0	1	0.20	0.25	0.05	
Major Replat	1	0	1	1	0	0.80	0.60	0.36	
Administrative	NA	1	5	0	0	1.50	0.65	0.98	
Extension of Services	0	0	0	0	0	0.00	0.70	0.00	
Historic Preservation Permit	21	26	20	39	24	28.00	0.25	6.50	
Director-level	29	4	3	14	8	11.80	0.1	1.16	
Director's Interpretation	1	0	2	4	0	1.40	0.15	0.21	
Land Development Code Text Amendment	1	3	2	0	2	1.60	0.40	0.64	
<b>Total</b>	<b>96</b>	<b>70</b>	<b>84</b>	<b>83</b>	<b>64</b>	<b>77.40</b>		<b>28.19</b>	
Expenditures Allocated to Current Planning						\$544,266			
Total Yearly Units of Effort Expended						34.59			
Cost per unit						\$18,628			
<b>General Development (G)</b>									
	2007	2008	2009	2010		Ave. # Done	Effort	Yrly. Effort	
Minor Replat	6	16	8	7		9.25	0.1	0.83	
Lot Development Option	30	23	15	5		18.25	0.1	1.83	
Major Lot Development Option*			3	4		3.50	0.3	1.05	
Lot Line Adjustment	20	9	1	2		8.00	0.025	0.20	
Partition	10	5	2	3		5.00	0.25	1.25	
Plan Compatibility Review	6	1	5	0		3.00	0.05	0.15	
<b>Total</b>	<b>72</b>	<b>54</b>	<b>34</b>	<b>21</b>		<b>45.25</b>		<b>5.40</b>	

\* Major LDO option began in 2009

**Table 2- Land Use Application Fees - 70% Cost Recovery**

Averages # of applications over the past 5 years and maintains the 70% cost-recovery approved in 2009

Description	Average # Done (2006-2010)	Relative Effort	Avg. Yearly Units of Effort	Average Cost (Effort * Unit Cost)	70% of Average Cost	Current Base Fee	Percent Increase
<b>Special Development (S)</b>							
Appeal	6.40	0.60	3.84	\$ 11,177	\$ 7,824	varies	NA
Annexation*	0.60	1.00	0.60	\$ 18,628	\$ 9,073	\$ 8,401	8%
Health Hazard Annexation (Minor)	0.40	0.20	0.08	\$ 3,726	\$ 2,608	\$ 2,410	8%
Comprehensive Plan Amendment	0.60	0.85	0.51	\$ 15,834	\$ 11,084	\$ 10,244	8%
Conditional Development*	3.80	0.70	2.66	\$ 13,040	\$ 6,857	\$ 6,349	8%
Modification to CD***	2.20	0.25	0.55	\$ 4,657	\$ 2,796	\$ 2,589	8%
District Change	3.00	0.40	1.20	\$ 7,451	\$ 5,216	\$ 4,820	8%
HPO	0.20	0.20	0.04	\$ 3,726	\$ 2,608	no fee	
Health Hazard (w/ Minor Annexation)	0.40	0.10	0.04	\$ 1,863	\$ 1,304	\$ 1,205	8%
Administrative	1.25	0.20	0.25	\$ 3,726	\$ 2,608	\$ 2,410	8%
Planned Development (Total- all PD Types)	12.40						
Conceptual Development Plan*	0.00	0.75	0.00	\$ 13,971	\$ 7,347	\$ 6,803	8%
Detailed Development Plan*	0.40	0.80	0.32	\$ 14,902	\$ 7,838	\$ 7,257	8%
Detailed Dev. Plan w/ Conceptual*	3.40	0.85	2.89	\$ 15,834	\$ 8,328	\$ 7,711	8%
Major Modification to PD*	3.00	0.75	2.25	\$ 13,971	\$ 7,347	\$ 6,803	8%
PD Nullification	0.00	0.40	0.00	\$ 7,451	\$ 5,216	\$ 4,820	8%
Minor Modification	5.60	0.25	1.40	\$ 4,657	\$ 3,260	\$ 3,013	8%
Non-Residential Tentative Plat*	3.80	0.70	2.66	\$ 13,040	\$ 6,857	\$ 6,349	8%
Modification to Tentative Plat (New Action)	0.20	0.25	0.05	\$ 4,657	\$ 3,260	\$ 3,013	8%
Major Replat*	0.60	0.60	0.36	\$ 11,177	\$ 7,809	\$ 7,231	8%
Residential (Administrative)*	1.50	0.85	0.98	\$ 12,108	\$ 6,368	\$ 5,896	8%
Extension of Services	0.00	0.70	0.00	\$ 13,040	\$ 6,857	\$ 6,436	8%
Historic Preservation Permit	26.00	0.25	6.50	\$ 4,657	\$ 3,260	\$ 0	NA
Director-level	11.60	0.1	1.16	\$ 1,863	\$ 1,304	\$ 0	NA
Director's Interpretation	1.40	0.15	0.21	\$ 2,794	\$ 1,956	\$ 1,808	8%
Land Development Code Text Amendment	1.60	0.40	0.64	\$ 7,451	\$ 5,216	\$ 4,820	8%
<b>Total</b>	<b>77.95</b>		<b>29.19</b>				
Expenditures Allocated to Current Planning: \$644,256							
Total Yearly Units of Effort Expended: 34.59							
Cost per unit: \$18,628							
<b>General Development (G)</b>							
	Ave. # Done	Effort	Yrly. Effort	Cost	70% of Cost	Current Fee	Increase
Minor Replat	9.25	0.1	0.93	\$ 1,863	\$ 1,304	\$ 1,205	8%
Lot Development Option	18.25	0.1	1.83	\$ 1,863	\$ 1,304	\$ 1,205	8%
Major Lot Development Option**	3.50	0.3	1.05	\$ 5,588	\$ 3,912	\$ 3,615	8%
Lot Line Adjustment	8.00	0.025	0.20	\$ 466	\$ 326	\$ 301	8%
Partition	5.00	0.25	1.25	\$ 4,657	\$ 3,260	\$ 3,013	8%
Plan Compatibility Review	3.00	0.05	0.15	\$ 931	\$ 652	\$ 603	8%
<b>Totals:</b>	<b>47.00</b>		<b>5.40</b>				

\* Base Fee does not represent 70% of cost because per unit fees are added to these application types to arrive at 70% cost recovery

\*\* Major LDO option began in 2009

\*\*\*Fee does not represent 70% of average cost, but has been increased commensurate with other fees since the establishment of the CD Modification process.

**Table 3- Land Use Application Fees - 80% Cost Recovery**

Averages # of applications over the past 5 years and provides the 80% cost-recovery to be considered for 2012

Description	Average # Done (2006-2010)	Relative Effort	Avg, Yearly Units of Effort	Average Cost (Effort * Unit Cost)	80% of Average Cost	Current Base Fee	Percent Increase
<b>Special Development (S)</b>							
Appeal	6.40	0.60	3.84	\$ 11,177	\$ 8,941	varies	NA
Annexation	0.60	1.00	0.60	\$ 18,628	\$ 10,417	\$ 8,401	24%
Health Hazard Annexation (Minor)	0.40	0.20	0.08	\$ 3,726	\$ 2,980	\$ 2,410	24%
Comprehensive Plan Amendment	0.60	0.85	0.51	\$ 15,834	\$ 12,667	\$ 10,244	24%
Conditional Development	3.80	0.70	2.66	\$ 13,040	\$ 7,873	\$ 6,349	24%
Modification to CD***	2.20	0.25	0.55	\$ 4,657	\$ 3,210	\$ 2,589	24%
District Change	3.00	0.40	1.20	\$ 7,451	\$ 5,961	\$ 4,820	24%
HPO	0.20	0.20	0.04	\$ 3,726	\$ 2,980	no fee	
Health Hazard (w/ Minor Annexation)	0.40	0.10	0.04	\$ 1,863	\$ 1,490	\$ 1,205	24%
Administrative	1.25	0.20	0.25	\$ 3,726	\$ 2,980	\$ 2,410	24%
<b>Planned Development (Total- all PD Types)</b>							
Conceptual Development Plan	0.00	0.75	0.00	\$ 13,971	\$ 8,436	\$ 6,803	24%
Detailed Development Plan	0.40	0.80	0.32	\$ 14,902	\$ 8,999	\$ 7,257	24%
Detailed Dev. Plan w/ Conceptual	3.40	0.85	2.89	\$ 15,834	\$ 9,562	\$ 7,711	24%
Major Modification to PD	3.00	0.75	2.25	\$ 13,971	\$ 8,436	\$ 6,803	24%
PD Nullification	0.00	0.40	0.00	\$ 7,451	\$ 5,961	\$ 4,820	24%
Minor Modification	5.60	0.25	1.40	\$ 4,657	\$ 3,726	\$ 3,013	24%
Tentative Plat	3.80	0.70	2.66	\$ 13,040	\$ 7,873	\$ 6,349	24%
Modification to Tentative Plat (New Action)	0.20	0.25	0.05	\$ 4,657	\$ 3,726	\$ 3,013	24%
Major Replat	0.60	0.60	0.36	\$ 11,177	\$ 8,966	\$ 7,231	24%
Administrative	1.50	0.65	0.98	\$ 12,108	\$ 7,311	\$ 5,896	24%
Extension of Services	0.00	0.70	0.00	\$ 13,040	\$ 10,432	\$ 8,436	24%
Historic Preservation Permit	26.00	0.25	6.50	\$ 4,657	\$ 3,726	\$ 0	NA
Director-level	11.60	0.1	1.16	\$ 1,863	\$ 1,490	\$ 0	NA
Director's Interpretation	1.40	0.15	0.21	\$ 2,794	\$ 2,235	\$ 1,808	24%
Land Development Code Text Amendment	1.60	0.40	0.64	\$ 7,451	\$ 5,961	\$ 4,820	24%
<b>Total</b>	<b>77.95</b>		<b>29.19</b>				
Expenditures Allocated to Current Planning				\$644,256			
Total Yearly Units of Effort Expended				34.59			
Cost per unit				\$ 18,628			
<b>General Development (G)</b>							
	Ave. # Done	Effort	Yrly. Effort	Cost	80% of Cost	Current Fee	Increase
Minor Replat	9.25	0.1	0.93	\$ 1,863	\$ 1,490	\$ 1,205	24%
Lot Development Option (Minor)	18.25	0.1	1.83	\$ 1,863	\$ 1,490	\$ 1,205	24%
Major Lot Development Option**	3.50	0.3	1.05	\$ 5,588	\$ 4,471	\$ 3,615	24%
Lot Line Adjustment	8.00	0.025	0.20	\$ 466	\$ 373	\$ 301	24%
Partition	5.00	0.25	1.25	\$ 4,657	\$ 3,726	\$ 3,013	24%
Plan Compatibility Review	3.00	0.05	0.15	\$ 931	\$ 745	\$ 603	24%
<b>Totals:</b>	<b>47.00</b>		<b>5.40</b>				

\* Base Fee does not represent 80% of cost because per unit fees are added to these application types to arrive at 80% cost recovery

\*\* Major LDO option began in 2009

\*\*\*Fee does not represent 80% of average cost, but has been increased commensurate with other fees since the establishment of the CD Modification process.

**Table 4 - Current (2011) Land Use Application Fees<sup>1</sup>**

Table 1: Special Development (70% Cost Recovery, unless otherwise noted)		Base Fee	Per Unit Add-on
Appeal			
	<i>Appeal of Administrative-Level Decision</i>	\$250	
	<i>General</i>	10% of Base Fee <sup>2</sup>	
	<i>Recognized Neighborhood Association</i>	5% of Base Fee <sup>2</sup>	
Annexation (with per acre add-on)			
	<i>Major</i>	\$8,401	\$122
	<i>Minor (including Health Hazard)</i>	\$2,410	
Comprehensive Plan Amendment		\$10,244	
Conditional Development (including Willamette River Greenway CD)			
	<i>Residential (per lot add-on)</i>	\$6,349	\$38
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$6,349	\$8
	<i>Modification</i>	\$2,589	
District Change			
	<i>Standard</i>	\$4,820	
	<i>Minor Annexation (Including Health Hazard)</i>	\$1,205	
	<i>Historic Preservation Overlay (0% cost recovery/5-yr. average)</i>	no fee	
	<i>Administrative</i>	\$2,410	
Planned Development			
Conceptual Development Plan			
	<i>Residential (per acre add-on)</i>	\$6,803	\$75
	<i>Non-residential (per acre add-on)</i>	\$6,803	\$75
Detailed Development Plan			
	<i>Residential (per lot add-on)</i>	\$7,257	\$43
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$7,257	\$9
Conceptual and Detailed Development Plan			
	<i>Residential (per lot add-on)</i>	\$7,711	\$46
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$7,711	\$9
Major Modification to P.D.			
	<i>Residential (per lot add-on)</i>	\$6,803	\$41
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$6,803	\$8
P.D. Nullification		\$4,820	
Minor Modification		\$3,013	
Subdivision Tentative Plat			
	<i>Non-residential</i>	\$6,349	\$38
	<i>Modification</i>	\$3,013	
	<i>Major Replat</i>	\$7,231	\$1
	<i>Residential (Admin.)</i>	\$5,896	\$35
Historic Preservation Permit			
	<i>HRC-level (0% cost recovery/5-yr. average)</i>	no fee	
	<i>Director-level (0% cost recovery/5-yr. average)</i>	no fee	
Director's Interpretation		\$1,808	
Land Development Code Text Amendment		\$4,820	
Extension of Services		\$8,436	

Table 2: General Development (70% Cost Recovery)		
Minor Replat	\$1,205	
Lot Development Option (Minor)	\$1,205	
Lot Development Option (Major)	\$3,615	
Lot Line Adjustment	\$301	
Partition	\$3,013	
Plan Compatibility Review	\$603	
Vacation	\$1,205	
Sign Permit	\$57	
Sign Variance	\$3,013	

### Notes

1. Deposit - With the exception of appeal fees and historic preservation permits, Special Development land use applications (Table 1) shall be submitted with a \$1,000 deposit. General Development land use applications (Table 2) shall be submitted with a \$100 deposit. Following a determination of the actual extent of the request, the remainder of the fees shall be charged to the applicant. Applications shall be deemed incomplete until all fees have been paid.

Concurrent Application Fees - Where development requires concurrent actions, the largest of the fees determined from Table 1 or Table 2 shall be charged, and 75 percent of the fee for each additional action shall be charged.

2. For appeals of concurrent applications, a percentage of the single highest base fee shall be charged, without inclusion of add-on fees.

**Table 5 - 70% Cost Recovery Land Use Application Fee Schedule<sup>1</sup> (2012)**

Table 1: Special Development (70% Cost Recovery, unless otherwise noted)		Base Fee	Per Unit Add-on
Appeal			
	<i>Appeal of Administrative-Level Decision</i>	\$250	
	<i>General</i>	10% of Base Fee <sup>2</sup>	
	<i>Recognized Neighborhood Association</i>	5% of Base Fee <sup>2</sup>	
Annexation (with per acre add-on)			
	<i>Major</i>	\$9,073	\$132
	<i>Minor (including Health Hazard)</i>	\$2,608	
Comprehensive Plan Amendment		\$11,084	
Conditional Development (including Willamette River Greenway CD)			
	<i>Residential (per lot add-on)</i>	\$6,857	\$41
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$6,857	\$8
	<i>Modification</i>	\$2,796	
District Change			
	<i>Standard</i>	\$5,216	
	<i>Minor Annexation (including Health Hazard)</i>	\$1,304	
	<i>Historic Preservation Overlay (0% cost recovery/5-yr. average)</i>	no fee	
	<i>Administrative</i>	\$2,608	
Planned Development			
Conceptual Development Plan			
	<i>Residential (per acre add-on)</i>	\$7,347	\$81
	<i>Non-residential (per acre add-on)</i>	\$7,347	\$81
Detailed Development Plan			
	<i>Residential (per lot add-on)</i>	\$7,838	\$47
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$7,838	\$9
Conceptual and Detailed Development Plan			
	<i>Residential (per lot add-on)</i>	\$8,328	\$50
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$8,328	\$10
Major Modification to P.D.			
	<i>Residential (per lot add-on)</i>	\$7,347	\$44
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$7,347	\$9
P.D. Nullification		\$5,216	
Minor Modification		\$3,260	
Subdivision Tentative Plat			
	<i>Non-residential</i>	\$6,857	\$41
	<i>Modification</i>	\$3,260	
	<i>Major Replat</i>	\$7,809	\$1
	<i>Residential (Admin.)</i>	\$6,368	\$38
Historic Preservation Permit			
	<i>HRC-level (0% cost recovery/5-yr. average)</i>	no fee	
	<i>Director-level (0% cost recovery/5-yr. average)</i>	no fee	
Director's Interpretation		\$1,956	
Land Development Code Text Amendment		\$5,216	
Extension of Services		\$9,128	

Minor Replat	\$1,304	
Lot Development Option (Minor)	\$1,304	
Lot Development Option (Major)	\$3,912	
Lot Line Adjustment	\$326	
Partition	\$3,260	
Plan Compatibility Review	\$652	
Vacation	\$1,301	
Sign Permit	\$62	
Sign Variance	\$3,254	

### Notes

1. Deposit - With the exception of appeal fees and historic preservation permits, Special Development land use applications (Table 1) shall be submitted with a \$1,000 deposit. General Development land use applications (Table 2) shall be submitted with a \$100 deposit. Following a determination of the actual extent of the request, the remainder of the fees shall be charged to the applicant. Applications shall be deemed incomplete until all fees have been paid.

Concurrent Application Fees - Where development requires concurrent actions, the largest of the fees determined from Table 1 or Table 2 shall be charged, and 75 percent of the fee for each additional action shall be charged.

2. For appeals of concurrent applications, a percentage of the single highest base fee shall be charged, without inclusion of add-on fees.

**Table 6 - 80% Cost Recovery Land Use Application Fee Schedule<sup>1</sup> (2012)**

Table 1: Special Development (80% Cost Recovery, unless otherwise noted)		Base Fee	Per Unit Add-on
<b>Appeal</b>			
	<i>Appeal of Administrative-Level Decision</i>	\$250	
	<i>General</i>	10% of Base Fee <sup>2</sup>	
	<i>Recognized Neighborhood Association</i>	5% of Base Fee <sup>2</sup>	
<b>Annexation (with per acre add-on)</b>			
	<i>Major</i>	\$10,417	\$150
	<i>Minor (including Health Hazard)</i>	\$2,980	
<b>Comprehensive Plan Amendment</b>		\$12,667	
<b>Conditional Development (including Willamette River Greenway CD)</b>			
	<i>Residential (per lot add-on)</i>	\$7,873	\$47
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$7,873	\$9
	<i>Modification</i>	\$3,210	
<b>District Change</b>			
	<i>Standard</i>	\$5,961	
	<i>Minor Annexation (including Health Hazard)</i>	\$1,490	
	<i>Historic Preservation Overlay (0% cost recovery/5-yr. average)</i>	no fee	
	<i>Administrative</i>	\$2,980	
<b>Planned Development</b>			
<b>Conceptual Development Plan</b>			
	<i>Residential (per acre add-on)</i>	\$8,436	\$91
	<i>Non-residential (per acre add-on)</i>	\$8,436	\$91
<b>Detailed Development Plan</b>			
	<i>Residential (per lot add-on)</i>	\$8,999	\$53
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$8,999	\$11
<b>Conceptual and Detailed Development Plan</b>			
	<i>Residential (per lot add-on)</i>	\$9,562	\$56
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$9,562	\$11
<b>Major Modification to P.D.</b>			
	<i>Residential (per lot add-on)</i>	\$8,436	\$50
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$8,436	\$10
<b>P.D. Nullification</b>		\$5,961	
<b>Minor Modification</b>		\$3,726	
<b>Subdivision Tentative Plat</b>			
	<i>Non-residential</i>	\$7,873	\$47
	<i>Modification</i>	\$3,726	
	<i>Major Replat</i>	\$8,966	\$1
	<i>Residential (Admin.)</i>	\$7,311	\$43
<b>Historic Preservation Permit</b>			
	<i>HRC-level (0% cost recovery/5-yr. average)</i>	no fee	
	<i>Director-level (0% cost recovery/5-yr. average)</i>	no fee	
<b>Director's Interpretation</b>		\$2,235	
<b>Land Development Code Text Amendment</b>		\$5,961	
<b>Extension of Services</b>		\$10,432	

**Table 7 - Land Use Application Review Fees Update**  
**Selected Special Development Fee Comparisons**  
(Fiscal Year 2010 – 2011 Comparators)

Jurisdiction	Comp. Plan Map Amendment (5-acre)	Zone Change (5-acre)	Annexation (200 lots; 50 Acres)	Conditional Use Permit (Non-residential)	Residential PD & Subdivision (100 lots; 25 acres)	Straight Subdivision (100 Lots; 25 acres)
Albany	\$3,088 <sup>1</sup>	\$3,088 <sup>2</sup>	\$4,500 <sup>3</sup>	\$3,360 <sup>4</sup>	\$14,762 <sup>5</sup>	\$9,328 <sup>5</sup>
Bend <sup>7</sup>	\$25,053	\$25,053	\$97,698 <sup>(+LA)</sup>	\$4,268	\$148,289	\$96,486
Eugene	\$6,339	\$6,339	\$5,156	\$6,797	\$41,408	\$18,210
Gresham	\$11,516	\$11,516	\$5,970	\$6,203 <sup>8</sup>	\$66,376	\$44,051
Lake Oswego	\$9,745	\$9,745	\$138,400	\$4,784	\$25,950	\$25,950
Salem	\$1,035 (+ hourly rate)	\$1,035 (+ hourly rate)	\$6,810 <sup>9</sup>	\$2,269	\$13,323	\$6,880
Springfield	\$40,026	\$40,026	\$104,542	\$4,404	\$135,670 <sup>10</sup>	\$135,670
Other City - Averages:	\$15,961 <sup>11</sup>	\$18,536 <sup>11</sup>	\$70,353	\$4,504	\$59,069	\$54,541
Other City - Median Values:	\$9,745	\$9,745	\$6,810	\$4,404	\$41,408	\$25,950
Corvallis (Current)	\$10,244	\$4,820	\$14,501	\$6,349 (base fee)	\$19,358	\$9,396
Corvallis (at 70%)	\$11,084	\$5,216	\$15,673	\$6,857 (base fee)	\$20,954	\$10,168
Corvallis (at 80%)	\$12,667	\$5,961	\$17,917	\$7,873 (base fee)	\$23,870	\$11,611
Corvallis Cost (avg., not per unit)	\$15,834	\$7,451	\$18,628	\$13,040	\$24,915	\$12,108

<sup>1</sup> Combined Comprehensive Plan / Zone Map Amendment Application Fee is \$4,324

<sup>2</sup> Combined Comprehensive Plan / Zone Map Amendment Application Fee is \$4,324

<sup>3</sup> Approximate fee. Actual fee depends on location / type of annexation. Also, fee of only \$100 applies for property with single home that has failing septic system or inadequate well.

<sup>4</sup> Lesser fee may apply depending on type of use, whether use is in existing or new building, if Design Standards apply, and whether TIA is required

<sup>5</sup> Assumes Traffic Impact Analysis is required

<sup>6</sup> Assumes Traffic Impact Analysis is required

<sup>7</sup> City of Bend Planning fees are subject to an additional 14% surcharge to fund long range planning. Additional charges apply for applications requiring Hearings Officer review (+HO) and development of legal agreements (+LA).

<sup>8</sup> Gresham has provisions for "Community Services" rather than "Conditional Uses". "Type III Community Services" include uses such as schools, hospitals, and child care facilities, which are similar to Conditional Uses allowed by the Corvallis Land Development Code.

<sup>9</sup> Includes Comp Plan / Zone Changes and Voter Publication Costs

<sup>10</sup> Springfield utilizes "Cluster Subdivision Development" option rather than Planned Development. No fee difference from conventional subdivision development. Springfield Planning fee also includes Public Works review fees.

<sup>11</sup> Average does not include Salem, which has hourly fee.

Table 2: General Development (70% Cost Recovery)		
Minor Replat	\$1,490	
Lot Development Option (Minor)	\$1,490	
Lot Development Option (Major)	\$4,471	
Lot Line Adjustment	\$373	
Partition	\$3,726	
Plan Compatibility Review	\$745	
Vacation	\$1,494	
Sign Permit	\$71	
Sign Variance	\$3,736	

Notes

1. Deposit - With the exception of appeal fees and historic preservation permits, Special Development land use applications (Table 1) shall be submitted with a \$1,000 deposit. General Development land use applications (Table 2) shall be submitted with a \$100 deposit. Following a determination of the actual extent of the request, the remainder of the fees shall be charged to the applicant. Applications shall be deemed incomplete until all fees have been paid.

Concurrent Application Fees - Where development requires concurrent actions, the largest of the fees determined from Table 1 or Table 2 shall be charged, and 75 percent of the fee for each additional action shall be charged.

2. For appeals of concurrent applications, a percentage of the single highest base fee shall be charged, without inclusion of add-on fees.

## PLANNING DIVISION BUDGET OVERVIEW

Planning Division Budget	Actual FY 07-08	Actual FY 08-09	Actual FY 09-10	Actual FY 10-11	Budget FY 11-12	Budget FY 12-13
510 Personal Services						
4401 Div. Admin	229,953	248,034	222,935	245,269	211,710	233,170
4402 Long Range	191,709	221,515	224,905	254,708	91,740	75,080
4404 Dev Review	233,515	266,601	253,886	198,425	411,470	334,520
<b>TOTAL PERSONAL SERVICES</b>	<b>655,177</b>	<b>736,150</b>	<b>701,726</b>	<b>698,402</b>	<b>714,920</b>	<b>642,770</b>
520 Materials & Supplies	26,676	10,989	18,693	8,084	26,460	17,760
530 Services	42,912	57,051	34,044	33,278	52,950	53,600
540 Utility & Overhead	17,703	12,908	11,632	12,359	15,380	15,380
550 Training	5,734	5,734	3,591	3,829	2,500	2,500
560 Capital Outlay	0	0	0	0	0	0
<b>TOTAL MATERIALS &amp; SERVICES</b>	<b>93,025</b>	<b>86,682</b>	<b>67,960</b>	<b>57,550</b>	<b>97,290</b>	<b>89,240</b>
<b>TOTAL PLANNING</b>	<b>748,202</b>	<b>822,832</b>	<b>769,686</b>	<b>755,952</b>	<b>812,210</b>	<b>732,010</b>

## Proposed 70% Cost Recovery Land Use Application Fee Schedule<sup>1</sup> (2013)

Table 1: Special Development (70% Cost Recovery, unless otherwise noted)		Base Fee	Per Unit Add-on
<b>Appeal</b>			
	<i>Appeal of Administrative-Level Decision</i>	\$250	
	<i>General</i>	10% of Base Fee <sup>2</sup>	
	<i>Recognized Neighborhood Association</i>	5% of Base Fee <sup>2</sup>	
<b>Annexation (with per acre add-on)</b>			
	<i>Major</i>	\$9,073	\$132
	<i>Minor (including Health Hazard)</i>	\$2,608	
<b>Comprehensive Plan Amendment</b>		\$11,084	
<b>Conditional Development (including Willamette River Greenway CD)</b>			
	<i>Residential (per lot add-on)</i>	\$6,857	\$41
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$6,857	\$8
	<i>Modification</i>	\$2,796	
<b>District Change</b>			
	<i>Standard</i>	\$5,216	
	<i>Minor Annexation (including Health Hazard)</i>	\$1,304	
	<i>Historic Preservation Overlay (0% cost recovery/5-yr. average)</i>	no fee	
	<i>Administrative</i>	\$2,608	
<b>Planned Development</b>			
<b>Conceptual Development Plan</b>			
	<i>Residential (per acre add-on)</i>	\$7,347	\$81
	<i>Non-residential (per acre add-on)</i>	\$7,347	\$81
<b>Detailed Development Plan</b>			
	<i>Residential (per lot add-on)</i>	\$7,838	\$47
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$7,838	\$9
<b>Conceptual and Detailed Development Plan</b>			
	<i>Residential (per lot add-on)</i>	\$8,328	\$50
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$8,328	\$10
<b>Major Modification to P.D.</b>			
	<i>Residential (per lot add-on)</i>	\$7,347	\$44
	<i>Non-residential (per 100 sq. ft. add-on)</i>	\$7,347	\$9
<b>P.D. Nullification</b>		\$5,216	
<b>Minor Modification</b>		\$3,260	
<b>Subdivision Tentative Plat</b>			
	<i>Non-residential</i>	\$6,857	\$41
	<i>Modification</i>	\$3,260	
	<i>Major Replat</i>	\$7,809	\$1
	<i>Residential (Admin.)</i>	\$6,368	\$38
<b>Historic Preservation Permit</b>			
	<i>HRC-level (0% cost recovery/5-yr. average)</i>	no fee	
	<i>Director-level (0% cost recovery/5-yr. average)</i>	no fee	
<b>Director's Interpretation</b>		\$1,956	
<b>Land Development Code Text Amendment</b>		\$5,216	
<b>Extension of Services</b>		\$9,128	

<b>Table 2: General Development (70% Cost Recovery)</b>		
Minor Replat	\$1,304	
Lot Development Option (Minor)	\$1,304	
Lot Development Option (Major)	\$3,912	
Lot Line Adjustment	\$326	
Partition	\$3,260	
Plan Compatibility Review	\$652	
Vacation	\$1,301	
Sign Permit	\$62	
Sign Variance	\$3,254	

Notes

1. Deposit - With the exception of appeal fees and historic preservation permits, Special Development land use applications (Table 1) shall be submitted with a \$1,000 deposit. General Development land use applications (Table 2) shall be submitted with a \$100 deposit. Following a determination of the actual extent of the request, the remainder of the fees shall be charged to the applicant. Applications shall be deemed incomplete until all fees have been paid.

Concurrent Application Fees - Where development requires concurrent actions, the largest of the fees determined from Table 1 or Table 2 shall be charged, and 75 percent of the fee for each additional action shall be charged.

2. For appeals of concurrent applications, a percentage of the single highest base fee shall be charged, without inclusion of add-on fees.

Attachment 1

**WILLAMETTE**  
 Association of REALTORS®

July 18, 2012

**TO: Corvallis Administrative Services Committee**  
Mark O'Brien  
Joel Hirsch  
Biff Traber

**FR: Geri Cuomo, 2012 President**  
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**RE: Land Use Application Fee Initial Review**

Thank you for the opportunity to comment on the proposal by City staff to maintain the current City land use application fees in 2013. The Willamette Association of REALTORS® concurs with City staff's proposal not to increase fees and the assertion that a full reevaluation of the fees at this time is unwarranted. We believe that using limited staff resources on producing a full reevaluation would be unwise, even if such an evaluation may well show that City costs for processing land use applications have actually been reduced.

More broadly, the Willamette Association of REALTORS® believes that any fee increase during these economic times would be counterproductive to the City's recently adopted Economic Development Strategy. The first goal stated in that strategy is to "Provide a local business environment that supports a successful, diverse traded-sector entrepreneurial community." Fees on development related activity occur when companies are just getting started or when they are looking to expand. Both of these are critical times when companies may consider leaving Corvallis for more affordable alternatives. Not increasing land use application fees in 2013 is a step in the right direction.

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*(Representing Members in Benton and Linn Counties)*